
Tobin & Co.

Northwest Regional Fire Training Center Authority

Audit Report

For the Year Ended September 30, 2005

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Northwest Regional Fire Training Center Authority	County N/A
Audit Date 9/30/05	Opinion Date 12/5/05	Date Accountant Report Submitted to State: 12/12/05	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ Yes ☒ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

TOBIN & CO., P.C.

Certified Public Accountant (Firm Name) 400 E. EIGHTH ST.			
Street Address TRAVERSE CITY, MI 49686-2668		City	State
231-947-0151			Zip
Accountant Signature <i>David L. Barber</i>			Date 12-8-05

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INTRODUCTORY SECTION

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Comments and Recommendations

In connection with our audit of the financial statements of the Northwest Regional Fire Training Center Authority, for the year ended September 30, 2005, we submit the following comments and recommendations. This section is intended to take the place of a separate management letter.

General

The records were maintained by the Training Center's contractual accountant. Bank accounts were reconciled monthly, journals and ledgers were properly posted, and supporting documents and follow-up procedures were good. Monthly financial and budget status reports were presented to the Board. Your accountant's efforts in this area are commendable.

Budgets and Procedures

The procedures utilized in budget preparation, adoption and management were good. Budgets were adopted for the General Fund and Grant Fund. Two cost centers of the General Fund exceeded their expenditure appropriations for the audit year. See Note 2.

Capital Assets

The Training Center owns buildings and furniture and equipment located on land leased from the Fair Association. The balances in the capital assets reflect September 30, 2005 balances. A statement of changes in capital assets is presented in Note 4.

Insurance and Bonds

The Training Center has insurance coverage for fire, liability, automobile, equipment and crime. Coverage was reviewed during the audit year. It is our understanding that there is surety bond coverage for the Training Center coordinator, treasurer and secretary.

Board Minutes

In general, Board minutes were maintained in good order.

General Fund

For the audit year, expenditures exceeded revenues by \$13,620, and the fund balance was \$12,263 at September 30, 2005.

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Comments and Recommendations

Grant Fund

This fund was established to account for grants and donations for construction and equipping of Training Center facilities. For the audit year, expenditures exceeded revenues by \$370, and the fund balance was \$3,001 at September 30, 2005.

Other Data

After the completion of our audit, we will mail two (2) copies of this report to the State Department of Treasury.

We appreciate the courtesy extended our field auditor in the course of this examination. Your confidence is respected, and please contact us if any questions arise.

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FINANCIAL SECTION

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REPORT OF INDEPENDENT AUDITOR

Northwest Regional Fire Training Center Authority
Traverse City, MI 49686

We have audited the accompanying financial statements of the governmental activities and each fund of Northwest Regional Fire Training Center Authority as of and for the year ended September 30, 2005, which collectively comprise the Center's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Training Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Northwest Regional Fire Training Center Authority at September 30, 2005, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedules, as identified in the Table of Contents are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. The supplemental information has been subjected to the auditing procedures applied to the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a Management's Discussion and Analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.



Tobin & Co., P.C.
December 5, 2005

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Northwest Regional Fire Training Center Authority

Statement of Net Assets

September 30, 2005

	<u>Primary Government Governmental Activities and Total</u>
<u>Assets</u>	
Cash	\$ 14,747
Accounts Receivable	517
Capital Assets	
Other Capital Assets, Net of Depreciation	<u>596,739</u>
Total Assets	<u>612,003</u>
<u>Liabilities</u>	
Long-term Liabilities:	
Due within one year	1,500
Due in more than one year	<u>3,843</u>
Total Liabilities	<u>5,343</u>
Net Assets	
Invested in Capital Assets	596,739
Restricted For:	
Grant Purposes	3,001
Unrestricted	<u>6,920</u>
Total Net Assets	<u>\$ 606,660</u>

The Notes to the Financial Statements are an integral part of this statement.

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Northwest Regional Fire Training Center Authority

Statement of Activities

For the Year Ended September 30, 2005

Functions/Programs	<u>Program Revenues</u>			
	<u>Expenses</u>	<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Total</u>
Governmental Activities:				
Personnel	\$ 11,012	\$ -	\$ -	\$ (11,012)
Commodities	12,588	-	-	(12,588)
Contractual Services	28,736	-	-	(28,736)
Other Charges	<u>41,463</u>	<u>2,950</u>	<u>-</u>	<u>(38,513)</u>
Total Governmental Activities	<u>\$ 93,799</u>	<u>\$ 2,950</u>	<u>\$ -</u>	<u>(90,849)</u>
General Revenues:				
Charges for Services				41,993
Operating Grants				5,675
Unrestricted Investment Earnings				89
Miscellaneous				<u>28,880</u>
Total General Revenues				76,637
Change in Net Assets				(14,212)
Net Assets – Beginning				<u>620,872</u>
Net Assets – Ending				<u>\$ 606,660</u>

The Notes to the Financial Statements are an integral part of this statement.

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Northwest Regional Fire Training Center Authority

Balance Sheet

Governmental Funds

September 30, 2005

<u>Assets</u>	<u>General</u>	<u>Grant Fund</u>	<u>Total</u>
Cash in Bank	\$ 11,746	\$ 3,001	\$ 14,747
Accounts Receivable	<u>517</u>	<u>-</u>	<u>517</u>
Total Assets	<u>12,263</u>	<u>3,001</u>	<u>15,264</u>
<u>Liabilities and Fund Balances</u>			
Liabilities:			
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:			
Restricted	-	3,001	3,001
Unrestricted	<u>12,263</u>	<u>-</u>	<u>12,263</u>
Total Fund Balances	<u>12,263</u>	<u>3,001</u>	15,264
Total Liabilities and Fund Balances	<u>\$ 12,263</u>	<u>\$ 3,001</u>	

Amounts reported for governmental activities on the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 596,739

Long-term liabilities do not use current financial resources and therefore are not reported in the funds. (5,343)

Net Assets of Governmental Activities \$ 606,660

The Notes to the Financial Statements are an integral part of this statement.

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Northwest Regional Fire Training Center Authority

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended September 30, 2005

	<u>General</u>	<u>Grant Fund</u>	<u>Total</u>
<u>Revenues</u>			
Training Class Fees	\$ 41,993	\$ -	\$ 41,993
State Reimbursements	5,675	-	5,675
Membership Fees	6,500	-	6,500
Interest	89	-	89
Rents	2,950	-	2,950
Other	<u>21,800</u>	<u>580</u>	<u>22,380</u>
Total	<u>79,007</u>	<u>580</u>	<u>79,587</u>
<u>Expenditures</u>			
Personnel	11,012	-	11,012
Commodities	11,638	950	12,588
Contractual Services	28,736	-	28,736
Other Charges	18,641	-	18,641
Capital Outlay	21,100	-	21,100
Debt Service	<u>1,500</u>	<u>-</u>	<u>1,500</u>
Total	<u>92,627</u>	<u>950</u>	<u>93,577</u>
Excess (Expenditures) and net Change in Fund Balances	(13,620)	(370)	(13,990)
Fund Balance – Beginning of Year	<u>25,883</u>	<u>3,371</u>	
Fund Balance – End of Year	<u>\$ 12,263</u>	<u>\$ 3,001</u>	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets over their estimated useful lives are reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current year.			(1,722)
Repayment of note principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount of repayment during the period.			<u>1,500</u>
Change in Net Assets of Governmental Activities			<u>\$ (14,212)</u>

The Notes to the Financial Statements are an integral part of this statement.

Tobin & Co.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Training Center's basic financial statements include the accounts of all Training Center operations. The criteria for including organizations within the Training Center's reporting entity, as set forth in GASB No. 14, "*The Financial Reporting Entity*" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of changes in net assets) report information on all of the activities of the Training Center. Governmental activities are supported by taxes and intergovernmental revenues and are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Other items not properly included among program revenues are reported instead as general revenues.

The financial activities of the Training Center are also reported in separate self-balancing funds described as follows:

General Fund – This Fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Training Center. Revenues are derived primarily from intergovernmental revenues from the other entities served by the Training Center.

Special Revenue Grant Fund

This Fund is used to account for donations and grants from various entities to build and equip new facilities.

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Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e. when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition of all Training Center Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

D. Budgets

The General Fund and Special Revenue Fund are under formal budgetary control. Budgets shown in the required supplementary schedules for these funds were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Training Center.

For budgetary purposes appropriations lapse at fiscal year end.

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Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capital Assets

Capital assets, which includes property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$5,000 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives of each asset are determined by management.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at September 30, 2005.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended September 30, 2005, the following cost centers of the General Fund exceeded their budgets without formal amendment by the Board:

Commodities	\$ 618
Contractual Services	\$ 2,036

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Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

A. Legal Provisions for Deposits and Investments

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1998, states that the Board, by resolution, may authorize the Treasurer to invest surplus funds as follows:

1. In bonds, securities, and other direct obligations of the United States or an agency or instrumentality of the United States.
2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution but only if the financial institution complies with subsection (2).
3. In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after date of purchase.
4. In repurchase agreements consisting of instruments defined in (1) above.
5. In bankers' acceptances of United States Banks.
6. In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
7. In mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

B. Types of Deposits and Investments

The Training Center had \$16,521 deposited with local banks at September 30, 2005 with a carrying value of \$14,747. Interpreting the FDIC insurance coverage, \$100,000 per demand deposit account and \$100,000 per time deposit account in each depository, the Training Center had no uninsured deposits at September 30, 2005.

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Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 4 - CAPITAL ASSETS

Capital assets of governmental activities consisted of the following:

	<u>09/30/04</u>	<u>Additions</u>	<u>Deletions</u>	<u>09/30/05</u>
Buildings & Improvements	\$ 845,100	\$ 20,000	\$ -	\$ 865,100
Equipment	<u>5,943</u>	<u>-</u>	<u>-</u>	<u>5,943</u>
Total	851,043	20,000	-	871,043
Accumulated Depreciation	<u>(252,582)</u>	<u>(21,722)</u>	<u>-</u>	<u>(274,304)</u>
Total	<u>\$ 598,461</u>	<u>\$ (1,722)</u>	<u>\$ -</u>	<u>\$ 596,739</u>

NOTE 5 - LONG-TERM DEBT

Long-term debt at September 30, 2005 consisted of a non-interest bearing installment note payable to another local unit of government.

Maturities of long-term debt to completion are as follows:

<u>Year Ending September 30,</u>	
2006	
2007	\$ 1,500
2008	1,500
2009	1,500
	<u>843</u>
	<u>\$ 5,343</u>

NOTE 6 - INVENTORIES

The Training Center does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses at time of purchase.

Tobin & Co.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2005

NOTE 7 - LEASED EMPLOYEE

The Training Center's Coordinator is currently leased from the Grand Traverse Fire Department – Metro Division, reimbursing that Division on a monthly basis for salary and all related employment taxes and benefits.

NOTE 8 - RISK MANAGEMENT

The Training Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and firefighters; and natural disasters. During the audit year the Department addressed these risks through the purchase of commercial insurance. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 - COMPENSATED ABSENCES

Full-time Training Center leased employees earn vacation leave, which may either be taken or accumulated, with a maximum carryover to a succeeding year of 5 days until paid upon termination or retirement. Training Center employees earn personal leave which may either be taken or accumulated and carried over to a maximum of 24 days. Unused accumulated sick leave shall be paid to the employee upon termination or retirement.

NOTE 10-CONTINGENT LIABILITIES

Training Center officials are not aware of any contingent liabilities.

SUPPLEMENTAL DATA SECTION

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Northwest Regional Fire Training Center Authority

Schedule 1

Page 1

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2005

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>				
Training Class Fees	\$ 30,000	\$ 30,000	\$ 41,993	\$ 11,993
State Reimbursements	6,000	6,000	5,675	(325)
Membership Fees	7,500	7,500	6,500	(1,000)
Interest	50	50	89	39
Rents	5,000	5,000	2,950	(2,050)
Other	<u>10,000</u>	<u>31,100</u>	<u>21,800</u>	<u>(9,300)</u>
Total Revenues	<u>58,550</u>	<u>79,650</u>	<u>79,007</u>	<u>(643)</u>
<u>Expenditures</u>				
Personnel:				
Leased Employees	<u>-</u>	<u>-</u>	<u>11,012</u>	<u>-</u>
Total	<u>12,041</u>	<u>12,041</u>	<u>11,012</u>	<u>1,029</u>
Commodities:				
Office Supplies	-	-	295	-
Training Materials	-	-	8,122	-
Postage	-	-	359	-
Other Supplies	-	-	1,861	-
Computer Support	<u>-</u>	<u>-</u>	<u>1,001</u>	<u>-</u>
Total	<u>9,520</u>	<u>11,020</u>	<u>11,638</u>	<u>(618)</u>
Contractual Services:				
Instructors	-	-	19,809	-
Legal	-	-	115	-
Accounting and Audit	-	-	4,270	-
Class Help	-	-	4,177	-
Telephone	<u>-</u>	<u>-</u>	<u>365</u>	<u>-</u>
Total	<u>19,700</u>	<u>26,700</u>	<u>28,736</u>	<u>(2,036)</u>

The Notes to the Financial Statements are an integral part of this statement.

Tobin & Co.

Northwest Regional Fire Training Center Authority

Schedule 1

Page 2

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2005

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Expenditures (Continued)</u>				
Other Charges:				
Insurance	-	-	6,729	-
Public Utilities	-	-	4,956	-
Building Repair & Maint.	-	-	3,852	-
Equipment Repair & Maint.	-	-	1,129	-
Vehicle Repair & Maint.	-	-	726	-
Grounds Repair & Maint.	-	-	1,249	-
Total	19,150	19,150	18,641	509
Capital Outlay	8,100	21,200	21,100	100
Debt Service:				
Loan Repayment	1,500	1,500	1,500	-
Total	1,500	1,500	1,500	-
Contingency	500	-	-	-
Total	500	-	-	-
Total Expenditures	70,511	91,611	92,627	(1,016)
<u>Excess Revenues</u> <u>(Expenditures)</u>	<u>\$ (11,961)</u>	<u>\$ (11,961)</u>	(13,620)	<u>\$ (1,659)</u>
<u>Fund Balance</u> – Beginning of Year			25,883	
<u>Fund Balance</u> – End of Year			<u>\$ 12,263</u>	

The Notes to the Financial Statements are an integral part of this statement.

Tobin & Co.

Northwest Regional Fire Training Center Authority

Schedule 2

Statement of Revenues, Expenditures and Changes in Fund Balance

Grant Fund

For the Year Ended September 30, 2005

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Total Revenues	\$ -	\$ 580	\$ 580
<u>Expenditures</u>			
Commodities – Other Supplies	-	950	-
Total Expenditures	2,000	950	1,050
Excess Revenues (Expenditures)	\$ (2,000)	(370)	\$ 1,630
Fund Balance – Beginning of Year		3,371	
Fund Balance – End of Year		\$ 3,001	

The Notes to the Financial Statements are an integral part of this statement.